



# Factory Built Housing Application

Louisville Metro Planning & Design Services

Case No.: \_\_\_\_\_ Intake Staff: \_\_\_\_\_

Date: \_\_\_\_\_ Fee: NO FEE

Once complete, please bring the application and supporting documentation to Planning and Design Services, 444 South 5<sup>th</sup> Street, Suite 300. For more information, call (502) 574-6230 or visit <http://www.louisvilleky.gov/PlanningDesign>.

## **Project Information:**

Primary Project Address: \_\_\_\_\_

Additional Address(es): \_\_\_\_\_

Primary Parcel ID: \_\_\_\_\_

Additional Parcel ID(s): \_\_\_\_\_

Existing Zoning District: \_\_\_\_\_ Existing Form District: \_\_\_\_\_

Deed Book(s) / Page Numbers<sup>2</sup>: \_\_\_\_\_

The subject property contains \_\_\_\_\_ acres.

Has the property been the subject of a previous development proposal (e.g., rezoning, variance, appeal, conditional use permit, minor plat, etc.)? *This information can be found in the Land Development Report (Related Cases).* ☐ Yes ☐ No

If yes, please list the docket/case numbers:

Docket/Case #: \_\_\_\_\_ Docket/Case #: \_\_\_\_\_

Docket/Case #: \_\_\_\_\_ Docket/Case #: \_\_\_\_\_

## **Please submit the following items:**

- ☐ Land Development Report (*Detailed instructions to obtain a Land Development Report are available online at: <http://www.louisvilleky.gov/PlanningDesign/IWantTo/Find+a+Zoning+District.htm>*)
- ☐ One copy of the site plan, including the following elements:
  - ☐ Plan drawn to a reasonable scale [engineer's scale (1" = 20') or architect's scale (1/8" = 1')]
  - ☐ Existing and proposed structures with dimensions and distance from property lines
  - ☐ Property dimensions
  - ☐ Street name(s) abutting the site
  - ☐ Driveways
  - ☐ North arrow
- ☐ Information packet from manufacturer that contains information addressing applicable requirements of the Factory Built Housing section of the Land Development Code
- ☐ If site is considered infill, current photographs of existing houses on the same side of the street of the same block
- ☐ There is no fee for this application

## **Contact Information:**

**Owner:** ☐ *Check if primary contact*

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Owner Signature (required):** \_\_\_\_\_

**Applicant:** ☐ *Check if primary contact*

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Attorney:** ☐ *Check if primary contact*

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Plan prepared by:** ☐ *Check if primary contact*

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

---

---

**Certification Statement:** A certification statement **must be submitted** with any application in which the owner(s) of the subject property is (are) a limited liability company, corporation, partnership, association, trustee, etc., or if someone other than the owner(s) of record sign(s) the application.

I, \_\_\_\_\_, in my capacity as \_\_\_\_\_, hereby  
*representative/authorized agent/other*

certify that \_\_\_\_\_ is (are) the owner(s) of the property which  
*name of LLC / corporation / partnership / association / etc.*

is the subject of this application and that I am authorized to sign this application on behalf of the owner(s).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I understand that knowingly providing false information on this application may result in any action taken hereon being declared null and void. I further understand that pursuant to KRS 523.010, et seq. knowingly making a material false statement, or otherwise providing false information with the intent to mislead a public servant in the performance of his/her duty is punishable as a Class B misdemeanor.